

CITY OF MENASHA
IT Steering Committee
Gegan Room Menasha Public Library
May 21, 2008

MINUTES

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1. CALL TO ORDER

Meeting called to order at 8:15 AM by CHAIRMAN Wisneski.

Present: CHAIRMAN Wisneski, AP Beckendorf, COMP Stoffel, HR Specialist Taubel, IT Mgr Lacey, PC Stanke and PWS Jacobson

Also Present: MAYOR Merkes, HR Admin Asst. Clausing, IT Supv James, PL Brunn and Mr. Larry Schmitz of Schenck Technology Solutions.

2. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. [Approval of Minutes of April 16, 2008 IT Steering Committee meeting.](#)

Moved by PC Stanke, seconded by ITMgr Lacey to approve the minutes of the April 16, 2008 IT Steering Committee meeting.

Motion Carried on voice vote
Results:

3. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. [Committee monthly update on status of projects/operations/costs](#)

ITMgr Lacey distributed his monthly summary of activities and budget status. He then went on to explain the major accomplishments of the month: setting up a Storage Area Network so the Police and Engineering departments could store media files. This SAN can only have data removed by the IT Department so in the event that the data is taken to court, the Police can testify that it has not been altered from what was recorded; Finance staff are being trained in how to post items to eBay; the backup server has been implemented; and a printer care/toner supply service has been reviewed. ITMgr Lacey also reviewed the status of the 2008 budget and informed the Committee that implementation of the City Public Works Facility Fleet and Fuel software would be the next project worked on. A plan for Disaster Recovery is also under consideration but will be brought forward when the City is closer to preparing budget requests for 2009.

4. ACTION ITEMS

A. [Committee update and discussion on NOVUS AGENDA software](#)

ITSupv James explained to the Committee that NOVUS AGENDA had just done an upgrade to the code and this results in the ability to search on items in the agenda, not just agenda topics. However, there are some concerns with recognizing that the "Mouse over" on an item does not change from a straight line which confuses users who are trying to bring up only the agenda. ITSupv James has written out on the website how this works for the users. There is also a problem with getting the minutes of committee meetings available to users and ITSupv James is also concerned about the length of time between implementation of new upgrades. ITSupv James informed the Committee that the City of La Crosse is looking at using NOVUS AGENDA also and their IT Department is able to make changes to the program in-house and they would be willing to share those changes with the City of Menasha if they would help us. The Committee was also told that not all old committee minutes have been caught up yet but departments are working on them.

B. Committee discussion and recommendation on changes to City Code, Chapter 4, Section 3-4-1, Disposal of Lost, Abandoned and Surplus Property

Mr. Schmitz opened the discussion with two changes he would propose: 1) to have a listing of non-profits that would be interested in taking surplus items from the City when available and then a random selection of those non-profits, asking if they are interested in the item when it becomes available. The non-profit would have to prove their tax exempt status before they could be included on the list of possible recipients. This kind of distribution could happen once or twice a year; 2) change the wording from "other than" to "including" of labor costs in the determination of when an item can be discarded. There was general discussion on the pros and cons of these suggestions and CHAIRMAN Wisneski said she will work on the ordinance and bring it back for review at the next Committee meeting.

C. Committee discussion and recommendation on printer maintenance and toner replacement contract with Modern Business Machines.

ITMgr Lacey and ITSupv James have been working with Modern Business Machines on an agreement to provide the City with toner, preventive maintenance and on-call repairs to the HP Printers the City owns. IT Department staff estimates they saved \$5,000 last year by consolidating toner purchases and this agreement should save a little more in expense but also provide on-going maintenance which will free up time for the IT Department staff to work on other projects. Committee members felt this was a good idea, but were concerned that no other quotes had been submitted. It was explained that this was a new service area for Modern Business Machines and that the City was not aware of any other business that offered this service. ITMgr Lacey suggested that we enter into only a one year contract and then reevaluate it next year. There is also a clause in the agreement where the City could discontinue the contract if the service is not satisfactory. It was suggested that a letter explaining what service the City was interested in be sent out to other HP dealers for a response. If they reply they do not provide that type of service, that should satisfy the requirement for getting other quotes. Mr. Schmitz was concerned about the inventory of toner on hand and if Modern Business Machines would purchase that from the City. MAYOR Merkes noted that the agreement sounds like it would be a time saver and the money for maintenance is already budgeted so the agreement would be a wash financially. The agreement would cover 45 to 50 HP printers in the City and the City has the right to determine which printers would be covered.

Moved by AP Beckendorf, seconded by PC Stanke to move to have the IT Department send out a letter to HP vendors explaining the service requested and determine if the Modern Business Machines agreement is best for the City. If it is, then the agreement can be placed on the Agenda for the second Common Council meeting in June.

Motion Carried on voice vote
Results:

D. Committee discussion and recommendation on setting a policy for responding to user-set priorities for "Help Requests"

ITSupv James explained to the Committee that between his pager and his cell phone he receives email notification twice on computer issues. There are areas of the state that are dead zones for the cell phone and the pager is the only device that will receive messages in real time. PC Stanke suggested that keeping the pager would work best for the Police Department which operates on a 24/7 schedule. There was further discussion if it was critical for a page to be responded to immediately or if most problems could be handled once ITSupv James was back into an area where his cell phone could receive the message.

Moved by AP Beckendorf, seconded by PC Stanke to move to discontinue use of the pager and save the City approximately \$150 per year.

Motion Carried on voice vote

Results:

E. Committee discussion on setting a policy concerning computer usage by individuals that are not City employees

ITMgr Lacey explained that there have been instances of users at the Senior Center going to inappropriate sites. He would like to implement the policy which the Library currently has for this type of computer user. Upon questioning, there was a sign in sheet at the Senior Center but that has not been enforced. Mr. Schmitz suggested that a policy statement be prepared and that 25 distinct user passwords be set up. Then anyone wishing to use the Senior Center computers would have to sign the policy statement and would be issued a unique password. This would allow for tracking of where they go on the internet and if they violate the policy statement they have signed, they can be excluded from the Senior Center user group. ITMgr Lacey will discuss this idea with Senior Center staff and see that it gets implemented.

F. Committee discussion and recommendation on next IT Steering Committee meeting date - June 18th, third Wednesday

After discussion, by consensus of the members present, the next Information Technology Steering Committee meeting will be held on Wednesday, June 18, at 8:15 AM in the Gegan Room of the Menasha Public Library.

5. ADJOURNMENT

A.

Moved by ITMgr Lacey, seconded by PC Stanke to adjourn at 9:47 AM.

Motion Carried on voice vote

Results:

Respectfully submitted,

Thomas Stoffel
Committee Secretary